



STATE  
OF  
GEORGIA

31-08  
2  
Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date <b>October 25, 1972</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No. <b>30</b>		Date Received <b>NOV 30 1972</b>	Application No. <b>404</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Animal Health - Animal Disease Eradication Section 19 Hunter Street. S.W. Atlanta, Georgia 30334</b>		4. Person to Contact <b>Dr. James Andrews</b> <i>J. F. A.</i>	
		5. Working Title <b>State Veterinarian</b>	6. Tel. No. <b>656-3667</b>

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series  
**1969 - to Date**

9. Exact Series Title  
**Georgia Livestock Health Certificate Files**

10. What is the function of the office in which this record series is created?  
The Section administers the Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for Tuberculosis and Brucellosis in Cattle, and brucellosis in swine; receives affidavit from herd owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or re-validation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates (s) on selected anniversary date each year after first qualifications.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents issued by the State of Georgia attesting to the absence of contagious or infectious diseases in livestock which is to be sold in Georgia.

Includes original health certificates for equine and other livestock. They generally provide identification of the animal; type of tests made, results and date of test; identity of consignee and owner at time of sale.

The file is arranged by sale and thereunder alphabetically by owner.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	6	9		1/2	1		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				6			
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	1	0		

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [x]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [x]

24. **REQUIREMENTS.** The following requires the files to be kept 5 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Necessary to trace history of diseases in livestock.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

- ☒ [x] Hold in the current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s):
- ☐ [ ] Transfer to ☒ [x] State Records Center ☐ [ ] Local Holding Area; hold 4 year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Ellis D. Sikus</i>		Date 11-2-72	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		Agency Head/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	<i>Ellis D. Sikus</i>	11-2-72
STATE RECORDS COMMITTEE		State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Nijm</i>	12-1-72
		Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Hart</i>	11-30-72
		Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Robert J. Steel</i>	12-1-72